



COMMUNICATIONS TECHNICIAN

Characteristics of Work

This is skilled work involving the installation and maintenance of radio communications systems and other electronic equipment within a department, agency, or institution of state government. The work includes the inspection, repair, and maintenance of radio equipment in both base and mobile stations; setting up emergency communications systems; identifying potential locations for installation of equipment; and maintaining a parts inventory. All work is performed with considerable independence, but within the guidelines established by the FCC. General operating effectiveness is reviewed by an administrative superior.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Installs and repairs radio communications systems in mobile and base stations.

Surveys and designates potential locations for installation of communications equipment.

Establishes and repairs emergency communication systems as needed.

Maintains an inventory of parts needed for maintenance of equipment.

Installs and maintains mobile and base antennas, emergency equipment accessories for mobile units, radar equipment, and CB radios.

Determines priorities for installation and maintenance work.

Maintains records required by the FCC and FAA on all equipment utilized.

Performs related or similar duties as required or assigned.

Essential Functions

Additional functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Installs and repairs radio systems including mobile radios, base radios, emergency equipment and transmitting equipment.
2. Maintains required records such as timesheets, vehicle reports, inventory of parts, maintenance records and other related documents.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Heavy Work: May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Accommodation: Ability to adjust focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination:

While performing the duties of the job, the incumbent is regularly required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to sit; stand; stoop, kneel, crouch, or bend; and walk. The incumbent is occasionally required to climb or balance.

Experience/Educational Requirements:

Education:

An Associate's degree from an accredited two-year college or vocational-technical school in the field of electronics;

AND

Experience:

Two (2) years of experience in work involving the maintenance and repair of radio-receiving and transmitting equipment;

OR

Education:

Graduation from a standard four-year high school or equivalent (GED) or vocational-technical school;

AND

Experience:

Four (4) years of experience in work involving the maintenance and repair of radio-receiving and transmitting equipment.

Substitution Statement

Above graduation from a standard four-year high school or equivalent (GED), directly related education in the field of electronics may be substituted on an equal basis.

Special Requirements

Possession of a Federal Communications Commission (FCC) General Radio Telephone License may be required by employing agency.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.